## PeopleSoft Printing the NDS Department Action Notices



September 11, 2006

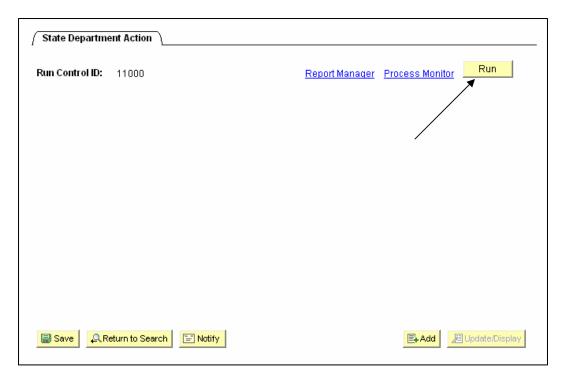
## REQUESTING A NDS DEPARTMENT ACTION NOTICES

Use the following navigation to 'NDS Department Action Notices' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Department Action Notices.

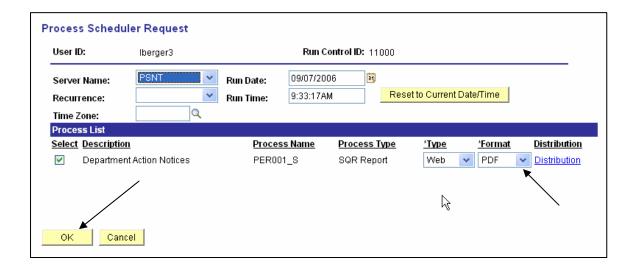
NDS Department Action Notices  Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search by: Run Control ID begins with  Case Sensitive
Search Advanced Search
Find an Existing Value   Add a New Value

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

On the following screen you need to Click 'Run'.

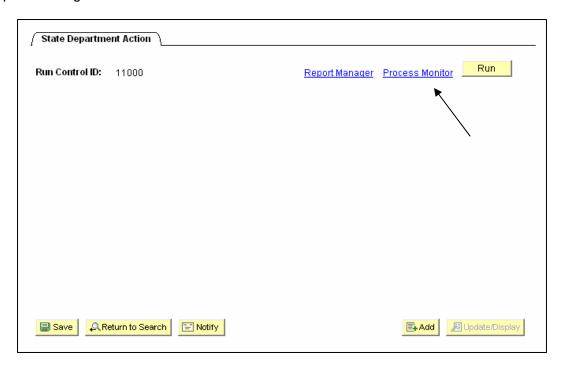


The following screen shows the parameters for the report. The report is formatted to show best in adobe PDF format, so we recommend you select "Web" for the Type and 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

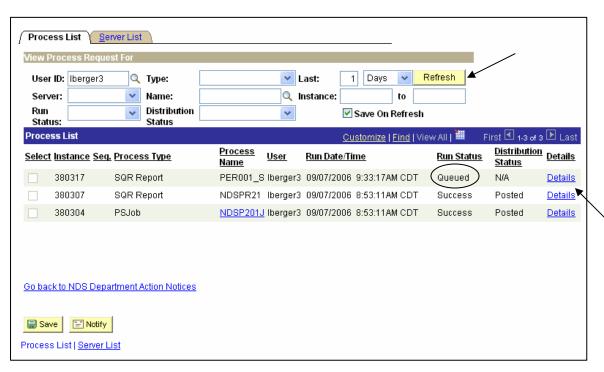


10/27/2006

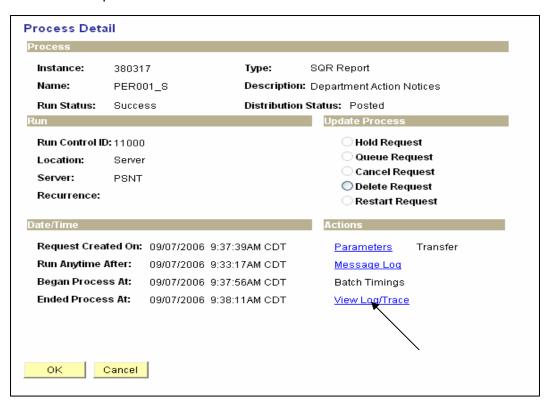
When you are returned to this screen, click on 'Process Monitor' to view the status of the report running.



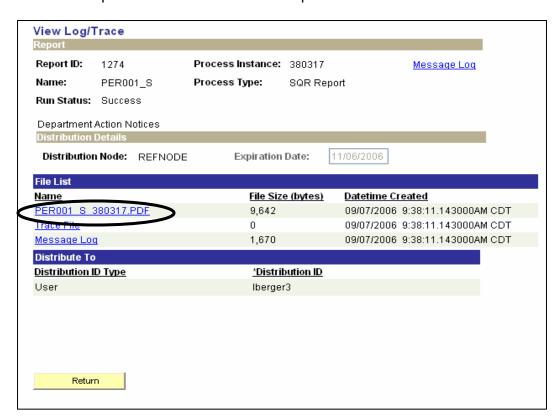
At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



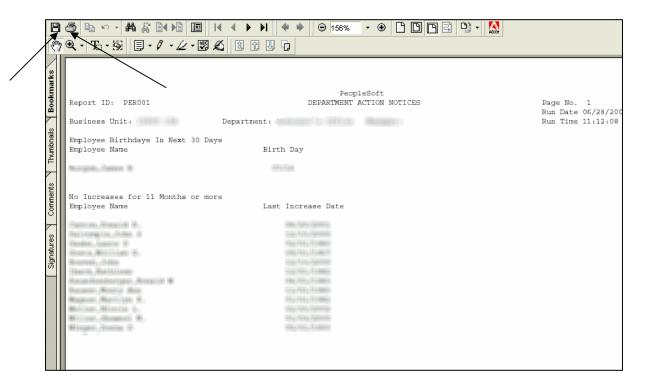
When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report.



The report, shown below, may then be saved wherever you prefer to store it or you may print it on your own printer.



10/27/2006